



BOARD OF DIRECTORS MEETING MINUTES

23 September, 2018

New Germany State Park, MD

1132 - ~1430

Attendance	Group	BOD Reps
Allegheny Mountain Rescue Group 1. Keith Conover, Chair (rep) 2. Don Scelza 3. Carol Pasquerell (rep)	AMRG	2
Blue Ridge Mountain Rescue Group	BRMRG	
Michael Hansen (Non Voting BOD Member)	ASRC	
Maryland Search and Rescue 1. Dan Brizuella, Vice Chair (rep)	MSAR	1
Mountaineer Area Rescue Group 1. Ken Chiacchia 2. Patty Lindsey 3. Carl Wentz (rep) 4. Andrew Kapaldo 5. Heather Houlahan 6. Ken Chiacchia (rep) 7. Rebecca Hostetter	MARG	1 1
Northwest Pennsylvania K-9 Search and Rescue 1. LuAnn Gatti (rep) 2. Kathy Yocum-Lamb, Secretary (rep)	NWPAK9SAR	2
Search and Rescue Ohio 1. Brian Maier (rep) 2. Stephan McClanahan	SAR-Ohio	1
Shenandoah Mountain Rescue Group 1. Steve Weiss 2. Jocelyn King (rep)	SMRG	1
		9

I. Call to Order

The Board of Directors (BOD) Meeting of the ASRC was called to order by Keith Conover, Chairman, at 1132 on Sunday September 23, 2018.

II. Participant Roll Call

Keith Conover opened the meeting with participant review and confirmation that a quorum was established.

III. Approval of Minutes

Meeting minutes from the September 2018 BOD meeting were emailed for review prior to this meeting. Request for questions or requested changes to either meeting minutes was made, a few requests were made specifically wording for the credentialing testing, information for the Remote Support Corp information and a few spelling corrections. These will be made, emailed to the chair for approval.

IV. Officer Reports

a. Chair: Keith Conover/Vice-Chair: Dan Brizuela

Reminder to the group that a BOD officers' call is held every other Thursday, all welcome to join. Google Meet is utilized for these calls. Ask to make certain these are published and available for members. Thought is they are on the ASRC calendar, if not Mike will check and add if necessary. To utilize Google Meet enter BMCUjVSdim or call 561.614.0036 conference code is 418707422#.

b. Secretary: Kathy Yocum-Lamb

No report

c. Treasurer: Victoria Airey

Victoria was unable to attend this meeting. Her report and response to questions from the prior BOD meeting will be tabled until the winter retreat. The secretary did reach out and received the information requested but it was decided to hold to hear directly from the treasurer.

d. Credentialing Board Chair: Steve Weiss

This quarter has been idle as we wait for the new training standards, we are still using version 7.2. Move forward with FTL practical modules and FTL written test. Proposal will be made at the winter retreat and we will have a grandfather period to move to the new process. There is going to be a reasonable crosswalk to go from FTM to Field Level IV.

CQ written quiz is ready to go, the report back will be pass or fail as well as passing the practical is required to become fully CQ/Level 4. We would like to recommend formal use January 1, 2019 move to CQ level 4. Group Training Officers will have access, they just send a request for testing to the credentialing board (credentialing@asrc.net).

Motion: As of January 1, 2019, candidates for CQ/Level 4 be required to take the 10 question quiz, seconded and passed unanimously.

There is some confusion over the credentialing process, we may want some graphical representations to help with clarifications of procedural items, and the Credentialing Board will work on this.

e. Conference Training Officer: John Rogowski

Report presented by Deputy Conference Training Officer Carl Wentz:

Training Standards:

Carl is working on getting together with John to work in completion of Version 8 Standards. They haven't been able to move forward since January 2018. Steve asked to join the Training Standards Team to help move this project forward, agreed.

We discussed recredentialing. Given we now have a Credentialing Board, it will be responsible for establishing and managing recredentialing for all Field and Search Manager credentials. Recredentialing will be removed from the Training Standards 8.0, with the expectation that these will show up in the Credentialing Policy Manual.

Training Materials:

Essentials for Search and Rescue would be a short (about 30 page) document with information essential for the safety of those starting field search and rescue training. It would be an official ASRC publication and provide all the knowledge required to pass the CQ (or soon to be Field IV) written test.

To implement this, it was proposed we get rid of the position of One-Pager Editor and establish a new Publications Committee Chair who reports directly to Chair.

Voting members of the Publications Committee, as proposed by Don Scelza, would be three (small number to speed decisions, odd number to prevent ties): the Committee Chair and two other members of the ASRC Board of Directors, not from the same Group. Non-voting Ex-Officio Members will be: Conference Training Officer, Risk Management Officer, Credentialing Board Chair, Information Technology Officer and the Chair may add any others who want to be part of the committee, and remove them as needed.

The Publications Committee will be responsible for the content of those things we put out there for others to consume that has a Creative Commons license except for our governing documents; examples include *Essentials for Search and Rescue* and the One-Pagers. The decisions of the Publications Committee to publish or revise are official but may be reviewed or revoked by the Board of Directors (Don Scelza pointed out this will be much more efficient). One of our goals with this is to foster innovations in training and credentialing.

Keith appointed himself as Chair, Michael Hansen and Dan Brizuela both agreed to be the two other voting BOD members, and the motion and the appointments were approved by a unanimous vote of the Board.

Keith will draft language for the Admin Manual to support.

ASRC Training Guide: Keith solicits your input, email Keith directly if willing to review incomplete drafts. The goal is for this to be comprehensive curriculum outline and guide for training for all the Field levels and, eventually, for all the Search Manager levels as well. Keith hopes for complete draft 0.1 out in time for a month or more of review prior to the Retreat.

f. Conference Operations Officer: Russ Sarver

Not present, no report provided.

g. Information Technology Officer: Mike Hansen

No changes to report.

V. Unfinished & New Business

1. Awards

Dan Fry, MARG – 5 years

Nick Romaniello, AMRG – 5 years

2. Elections – All accepted nomination, BOD voted and all reinstated for 2 year term. Next election will be at the AGM in 2020.

Chair – Keith Conover

Vice chair – Dan Brizuela

Secretary – Kathy Yocum-Lamb

Treasurer – Victoria Airey

3. Membership Coordinator Updates

A 5 page document called “Welcome to the ASRC” is now available to any team interested in joining the ASRC. <http://archive.asrc.net/ASRC-Admin/ASRC-New-Group-Onboarding/2018-05-03-ASRC-Membership-Onboarding.pdf>.

4. Remote Support Update

Refer to the handout with draft Remote Support Corps material provided by Patty Lindsay (<http://archive.asrc.net/ASRC-Admin/ASRC-BOD-Membership-Minutes-etc/2018-09-23-Remote-Support-Documents.pdf>)

Motion: that Patty Lindsay, Brian Maier, Carl Solomon, Rebecca Hostetter, Michael Hansen and Ben McCandless be appointed initial Remote Support Corps members, to develop internal governance including choosing a Remote Support Operations Officer, with the proviso that the Remote Support Operations Officer has to be a member of a current ASRC Group and must be approved by a majority vote of the Board of Directors, and that they will develop policies that will be approved by the ASRC Board of Directors. Unanimous approval.

Current Remote Support Working Group Chair and Credentialing Board Chair have been working on plans for credentialing. In January, will vote on changes to Admin Manual as far as requirements for new Remote Support Corps members.\

5. Search Manager & FTM/FTL recertifications

Patty Lindsay SM III credentialing was approved. We have five SM credentials expiring or who will soon expire. Question if shifts managing a full-scale search scenario counts towards the requirement to certify or recertify, motion made to allow, discussion occurred with vote taken and passed unanimously. Extensions granted to the 5 individuals mentioned above given until we can formally receive their recertification paperwork and vote on each. The Conference Training Officer will reach out to these individuals to notify of their status.

h. Admin

Records Requests Policy (HIPPA Concerns)

We discussed a recent request to MARG for ASRC records by a lawyer; it was finally decided that MARG would handle this without ASRC-level involvement. We discussed the need to develop a policy for retention and storage of mission records, which is complicated in that some of these records might be considered sensitive patient information under HIPAA. As the need is now not pressing at the ASRC level, we thought we might try to consult a lawyer review the records requests and give us advice. Don will speak to Cranberry EMS and see if he can bring any recommendations to the Retreat. Keith spoke with his sister who is a lawyer who gave some advice that he can present at the BOD meeting at the Retreat.

Liability Release

We discussed how to make sure that all ASRC members sign a release and how we can track this. There was no consensus, and this was tabled until the Retreat, where we will discuss again.

i. Good of the Order

We discussed our desire to open registration for activities such as the Retreat two months before the activity, and to have the registration page email the person the results of their registration as a reminder.

Michael Hansen's term on the Board of Directors is up in January and he will stand for re-election by the Board of Directors at that time.

j. Adjourn